

MEMORANDUM

7 January 1946

25X1 TO: Chief, [REDACTED]
25X1 FROM: Chief, [REDACTED]
SUBJECT: Final Payment Clearance Sheet

1. Reference is made to memorandum dated 3 December 1947 from the Assistant Chief, [REDACTED] to your office, Subject: "Final Payment Clearance Sheet."

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2. The following suggestions, in connection with the Final Payment Clearance Sheet, are submitted.

(a) Step No. 1 in the sheet should include a statement and certification by the Administrative Officer of the activity in which the person is employed as follows:

"to my knowledge, the individual is not responsible for any funds, property, documents, etc., and that all obligations to the Agency have been satisfied."

(b) The [redacted] be eliminated and that a separate certification be included for the Property Control Division, [redacted] and the Transportation Division, [redacted] This change will expedite processing of employees for release.

3. Comments in paragraph (a) above are extremely essential since the Property Control Division, for example, will not always have knowledge regarding the persons responsibility for property within the activity in which he was employed.

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Chief.

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WILHELM.

CONTINUATION

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~~Procedure File~~

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